

Transition Fair Timelines for Transition Liaison

Month	Activities
<i>November</i>	<ol style="list-style-type: none"> 1. Review evaluation results from October fair with Transition Advisory Team & identify any changes as a result 2. Identify date for next Transition Fair 3. Identify location for next Transition Fair 4. Send email to Transition Advisory Team for continued interest in participating on committee
<i>December</i>	<ol style="list-style-type: none"> 1. Reserve space at identified location for the next Transition Fair 2. Begin discussion and assignment of Transition Fair Advisory Team members to assist with developing a list of agencies & employers to contact regarding participation in fair
<i>January</i>	<ol style="list-style-type: none"> 1. Draft Transition Fair brochure & share with Transition Fair Advisory Team 2. Draft Transition Fair poster & share with Transition Fair Advisory Team
<i>February</i>	<ol style="list-style-type: none"> 1. Look for and apply for grants for funding purposes 2. Identify presenters & presentations for break out sessions for Transition Fair evening activities 3. Begin contacting employers regarding participation in Transition Fair 4. Set up contact sheets for employers & agencies committed to participating in the fair & keep updated
<i>March</i>	<ol style="list-style-type: none"> 1. Keep contact sheets for employers & agencies committed to participating in the fair updated
<i>April</i>	<ol style="list-style-type: none"> 1. Keep contact sheets for employers & agencies committed to participating in the fair updated
<i>May</i>	<ol style="list-style-type: none"> 1. Keep contact sheets for employers & agencies committed to participating in the fair updated
<i>June</i>	<ol style="list-style-type: none"> 1. Continue preparation activities and follow up <ul style="list-style-type: none"> *Get confirmations from presenters identified of their intent to participate *Get input from presenters on write ups for their presentations for the brochure
<i>July</i>	<ol style="list-style-type: none"> 1. Continue preparation activities and follow up <ul style="list-style-type: none"> *Finalize the documents & begin distribution activities of fair poster, brochure, & participants requests form * Send posters to Print Shop for printing (10-30-12 requested 50 posters) *Contact Chamber of Commerce for distribution of Transition Fair information (Letter to Chamber members; Participants requests form; & brochure) to chamber members using their blog, weekly newsletter, & facebook page. *Continue to keep email distribution lists for Transition Advisory Team members, Transition Fair presenters, & Transition Fair Agency & Employer Booth participant requests updated *Continue to keep contact information lists up to date for participants & presenters

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August	<ol style="list-style-type: none"> 1. Consult with custodial & administrative staff at fair location regarding setting up rooms for the fair and confirming staff for fair date (note as long as NHCS custodial staff stay for system activities & do not have to be paid from fair monies. 2. Contact Chamber of Commerce contact regarding sending notice to Chamber members regarding participation in the transition fair if this was not completed in July. (Must be completed by first of August) 3. Send email to agencies on agency contact list asking for sign up for participation in Transition Fair 4. Be sure to make personal contacts with the following to get their participation <ul style="list-style-type: none"> *NHCS *Cape Fear Community College - Disability Services *UNCW - Disability Services *Miller Motte *Mount Olive College 5. Set up evaluation "Tiny URL" site for students to use to complete their evaluations post fair 6. Agree on high school bus schedule with High School Department chairs so that busses can be scheduled with transportation department 7. Set up Outlook email Distribution Lists for High School Department chairs, SDA high school teachers, & OCS teachers 8. Set up a photographer - video taper for fair
September	<ol style="list-style-type: none"> 1. Draft & post Transition Fair announcement on NHCS website via NHCS Public Relations Department 2. Work with Valerie Jones, NHCS, Activity Bus Coordinator on details of bus schedules to get high school students to the fair and back to their school 3. Submit activity bus transportation requests via Easy Trip Request online system 4. Send any additional materials to NHCS Print shop that need printing 5. Apply for and obtain "PCard" to use budgeted money at various locations to purchase drinks, snacks for agency representatives to have during the day and light snacks & drinks for evening session for families. (Work with Special Education office staff who assists with Transition budget to obtain) 6. Provide High School Department chairs, OCS teachers & SDA teachers at high schools with student pre & post fair activity 7. Confirm high schools obtain field trip permission for fair that includes giving permission for students to be photographed-video taped, etc. 8. Contact Denise Angevine in Student Support Services to set up ALERT NOW system contacts with parents of students with IEPs in Grades 8-12. List of students can be obtained from SPED office support staff (Ann Mason)

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<i>October</i>	<ol style="list-style-type: none"> 1. Arrange for drink & snacks for agency & employer booth participants 2. Arrange for drink & snacks for evening break out sessions 3. Make flyer & print flyer for fair participants listing booth participants 4. Make & print sign in sheets for students, parents, and booth participants 5. Set up volunteer schedule & distribute to volunteers from SPED Multiregion & TPYA program 6. Review room set ups with custodial staff at site of fair 7. Arrange for other handouts that will be available at fair to be printed or available (Calendar of Activities in Community; Job Skills handouts; etc) 8. Make & print evaluation forms for agencies; employers; parents; & other participants to complete at fair
<i>General Responsibilities</i>	<ol style="list-style-type: none"> 1. Convene Transition Fair Advisory Team meetings approximately once a month with the exception of December, June, & July 2. Sending emails regarding meetings, follow up emails with meeting updates